



## SECRETARY OF STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	SECRETARY OF STATE	<b>RELEASE DATE:</b>	Wednesday, July 25, 2012
<b>POSITION TITLE:</b>	Chief Legislative Affairs	<b>FINAL FILING DATE:</b>	Friday, August 17, 2012
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	Friday, August 31, 2012
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	07252012_2

### POSITION DESCRIPTION

Under the general direction of the Secretary of State, the Chief, Legislative Affairs is responsible for the following:

- Directs the Legislative Program of the Secretary of State; develops the agency's legislative agenda; monitors State and congressional legislative proposals.
- As a member of the Administration, establishes and implements comprehensive policies and procedures in its conduct with constituencies including legislative entities; identifies strategies and formulates policy positions on major agency issues impacting the legislative program.
- Sets policy priorities and resolves policy issues with legislative affairs programs with external entities.
- In coordination with the Constituent Services Program responds to inquiries from the public regarding Secretary of State programs and activities.
- Provides oral and written testimony to the Legislature regarding the Secretary of State's policies and programs.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Knowledge of the Secretary of State's programs.
2. Knowledge and expertise in matters related to legislation.
3. Demonstrated ability to develop and implement objectives related to legislative proposals.
4. Administrative experience dealing with members of the Legislature, high-level governmental officials, the media, and the public.
5. Strong management and leadership skills and the demonstrated ability to function effectively as a member of a top management team.
6. Solid communication skills and the ability to effectively represent SOS before a wide range of audiences.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Legislative Affairs**, with the **SECRETARY OF STATE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of a Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate education and experience as it relates to the "Desirable Qualifications". The evaluation will constitute 100% of the candidate's score.

Hiring interviews may be conducted with only the most qualified candidates if it is deemed necessary to make a selection.

### **FILING INSTRUCTIONS**

The Statement of Qualifications should indicate total years of experience (and civil service classification, if applicable) performing each of the factors in the Desirable Qualifications. Candidates should describe in detail their experience relevant to each of the factors, examples should be provided to justify the experience described.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. Applications received without a clearly titled Statement of Qualifications will be eliminated from the entire examination process.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

SECRETARY OF STATE, Human Resources  
1500 11th Street, Suite 475, Sacramento, CA 95814  
Mike Scorza | (916) 651-5499 | [mike.scorza@sos.ca.gov](mailto:mike.scorza@sos.ca.gov)

**ADDITIONAL INFORMATION**

Questions concerning this examination should be directed to Mike Green, Human Resources Manager at (916) 653-6354.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The SECRETARY OF STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)